

TITLE:	Fire Chief	GRADE:	37
		JOB CODE:	7710
PREPARED:	September 2013	FLSA:	Exempt
UPDATED:		REVISION #:	

Summary: Under limited direction, plans, organizes, directs and controls the activities and personnel of the Fire Department.

Distinguishing Characteristics: This is an executive position in the Fire Department and reports to the Town Manager.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, develops, coordinates and evaluates departmental activities and programs by supervising and participating in actual fire fighting and prevention activities.
- Organizes, directs, and controls all resources of the department to protect persons and property.
- Directs, evaluates, trains and motivates department personnel; hires, promotes and terminates employees; evaluates employee performance. Responds to grievances and maintains discipline, conduct and general behavior of staff. Ensures compliance with all rules, regulations, policies and procedures.
- Promulgates all general and special orders of the department and issues on his own authority orders, written and oral, consistent with the powers, duties, and responsibilities.
- Responds to and commands major incidents; may become involved in and must be able to perform Fire Fighter essential functions.
- Manages the finances of the department. Submits operating budget to Town Manager for approval, controls and monitors expenses. Ensures department purchasing and procurement follow policies and procedures.
- Oversees the Fire Fighters Retirement Program.
- Reviews, evaluates and develops programs, policies and procedures for departmental operations. Sets goals and strategic plans for department operations. Writes policies and procedures, plans and assigns training events and activities for the department.
- Maintain and administer cooperative fire and wildfire agreements.
- Plan prescribed burning within the Town for the reduction or elimination of fire hazards.
- Administer fire inspections and hydrant testing.
- Meets with citizens, civic clubs, school meetings, councils, boards and other parties to address fire, policy and procedure issues. Serves as the public information officer for the Department.
- Researches and applies for grants and funding to increase technology, equipment, personnel and skills.
- Prepares, reviews and maintains a variety of complex comprehensive reports and records including state required forms, training records and others.
- Coordinates cooperative services with other Town departments for special events, activities and general services.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of department policies and procedures, safe fire fighting techniques and procedures.
- Knowledge of town policies and ordinances.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of budget preparation, bid and purchasing procedures and expense control.
- Knowledge of interpersonal skills using tact, and diplomacy.
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Skill in the care, maintenance and safe operation of firefighting equipment and vehicles.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in reviewing and preparing narrative and statistical reports and records.
- Skill in interpreting and applying rules, regulations, policies and procedures.
- Skill in operating motor vehicles during emergency, high-risk situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in establishing and maintaining effective working relationships with co-workers and the public; providing effective customer service, and dealing tactfully and courteously with the public.
- Skill in operating a personal computer and software applications with speed and accuracy not limited to word processing, spreadsheets, data base software, 10-key calculator, phone, copy machine, scanner.
- Skill in communicating clearly and concisely, both verbally and in writing.

Education, Experience, Certifications and Licenses:

- Bachelor degree in Fire Science or related field
- Five years experience as Acting Captain or Captain
- Arizona Fire Inspector I and Fire Instructor I Certification.
- Must possess Arizona Driver's License. Class requirement will be based upon current Arizona Laws for operating emergency vehicles.

Environmental Factors and Conditions/Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required

- Subject to physical harm such as burning buildings, falling debris, and explosions.
- May be exposed to extreme temperatures, burns, heat exhaustion, hazardous chemicals, respiratory hazards, infectious and communicable diseases.
- Subject to extended periods of intense concentration in review of fire investigations and preparing investigative fire reports.

- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting (up to 50 pounds) or dragging heavy objects such as incapacitated persons, and debris.
- Work is routinely performed in office environments with occasional exposure to inclement weather, and extreme temperatures.